

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1078366
POSITION NO: 242289
POSITION TITLE: Office Assistant

DATE POSTED: 12/16/13
CLOSING DATE: 12/30/13

DEPARTMENT NAME / WORKSITE: Navajo DOT- Road Maintenance Administration, Tse Bonito, NM

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y56A</u>
WORK HOURS: <u>8:00am-5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>19,718.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> Duration: _____	\$ <u>9.48</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Greet and assist Public/Clients and refer them to appropriate staff members; receive and direct telephone calls to appropriate staff member; and disseminate incoming/outgoing mail. Data entry of field workers' daily reports on road maintenance activities; compile monthly and quarterly reports of road maintenance accomplishments; and make routine calculations for accuracy. Answer basic inquiries pertaining to Road Maintenance; and order and distribute office supplies, equipment, and janitorial supplies.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A High School diploma or GED (General Education Diploma) and one (1) year of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures. Knowledge of the following: Microsoft Office Professional software applications (Word, Excel, etc); and scanning, processing, and storing of files in hardcopy and data. Skills in the following: preparing a variety of clear comprehensive records, reports and correspondence using computer software; maintaining files and records; following oral and written instructions; operating office equipment and computer programs; familiarity of the English composition, grammars and punctuation; and establishing and maintaining effective working relationships.

Special Requirements:

(Preferred) Applicant must possess a Valid State Drivers License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.